



July 5, 2019

Meeting Notice
Village Council Meeting As
A Committee of the Whole
July 9, 2019

Notice is hereby given that the Whitehouse Village Council will meet as a Committee of the Whole on Tuesday, July 9, 2019, at 6:30 PM. This meeting will be held in the Council Chambers, Village Hall, 6925 Providence Street, Whitehouse, Ohio.

AGENDA

- I. Call to Order
- II. Roll Call
- III. Review and Approval of the June 11, 2019, Committee of the Whole Meeting Minutes
- IV. Citizen Comments on Committee of the Whole Agenda Items
- V. **Public Service**
 - A. Bulk Item Pickup Dates for 2020
 - **Recommended Action** – The Committee was asked to bring a list of dates they were interested in looking at for the 2020 bulk item pickup.
 - **Supporting Information** – Calendar of 2020 dates and Councilwoman Curry's suggested dates (Exhibit A)
 - B. State Route 64 Trail Lighting
 - **Recommended Action** – At the request of Council, the Committee is asked to discuss preliminary steps for installing trail lighting along the State Route 64 Multi-Use Trail.
 - **Supporting Information** – Memo from Service Director, Steve Pilcher (Exhibit B)
 - C. Downtown Street Signage (update)
 - **Recommended Action** – At the request of Council, you are provided an updated rendering of the proposed Downtown Street Signs (based on June 11, 2019 Committee of the Whole discussion).
 - **Supporting Information** – Memo from Service Director, Steve Pilcher (Exhibit B)

6925 Providence Street . PO Box 2476 . Whitehouse, Ohio 43571
Phone 419-877-5383 . Fax 419-877-5635
whitehouseoh.gov

VI. **General**

A. Review of Industrial Park Entrance Sign (update)

- **Recommended Action** – Committee is asked to review the updated design for the Industrial Park Sign. Committee is asked to consider Administration's recommendation and take appropriate action.
- **Supporting Information** – Memo from Planning Administrator, Tiffany Bachman (Exhibit C)

B. Enter into Executive Session on a Matter of Personnel

VII. Citizen Comments

VIII. Consider Other Business as Appropriate Under the Village Charter

IX. Adjourn

Jordan D. Daugherty
Village Administrator

MEMORANDUM

FOR: Mayor Donald Atkinson and Members of the Whitehouse Village Council Meeting as a Committee of the Whole

FROM: Jordan D. Daugherty, Village Administrator

SUBJECT: July 9, 2019 Council Meeting as a Committee of the Whole

DATE: July 5, 2019

The Village Council is scheduled to convene as a Committee of the Whole on Tuesday, July 9, 2019 at 6:30 p.m. in Council Chambers, Village Hall, 6925 Providence Street, Whitehouse, Ohio 43571.

After the Council President calls the Committee of the Whole meeting to order, the Committee may review and approve the June 11, 2019 minutes.

The first agenda item is a review of the dates for bulk item pickups for 2020

- **Recommended Action** – The Committee was asked to bring a list of dates they were interested in looking at for the 2020 bulk item pickup.
- **Supporting Information** – Calendar of 2020 dates and Councilwoman Curry's suggested dates (Exhibit A)

Next the Committee can review the State Route 64 Trail Lighting

- **Recommended Action** – At the request of Council, the Committee is asked to discuss preliminary steps for installing trail lighting along the State Route 64 Multi-Use Trail.
- **Supporting Information** – Memo from Service Director, Steve Pilcher (Exhibit B)

Third is an update on the Downtown Street Signage (update)

- **Recommended Action** – At the request of Council, you are provided an updated rendering of the proposed Downtown Street Signs (based on June 11, 2019 Committee of the Whole discussion).
- **Supporting Information** – Memo from Service Director, Steve Pilcher (Exhibit B)

The fourth item is a review of the design for the Industrial Park Sign (update)

- **Recommended Action** – Committee is asked to review the updated design for the Industrial Park Sign. Committee is asked to consider Administration's recommendation and take appropriate action.
- **Supporting Information** – Memo from Planning Administrator, Tiffany Bachman

Lastly, the Committee may reserve the right to enter into Executive Session on a matter of personnel.

The Committee may consider any other business as appropriate under the Village Charter.

Respectfully submitted,

Jordan D. Daugherty
Village Administrator

**Village Council Meeting As
A Committee Of The Whole
June 11, 2019**

ROLL CALL: Mindy Curry, Rebecca Conklin Kleiboemer, Bob Keogh, Bill May, Louann Artiaga and Richard Bingham. Also present were the following: Mayor Don Atkinson, Public Works Director Steve Pilcher, Administrator Jordan Daugherty, Police Chief Mark McDonough, Deputy Fire Chief Jason Francis, Planning Administrator Tiffany Bachman, Michele Ryder, Lisa Goetz, Michelle Yoder, Leroy Ryerson, David and Sharon Prueter and Bruce Robertson.

The President of Council, Bill May, called the meeting to order at 6:30 PM.

Motion by Louann Artiaga, seconded by Rebecca Conklin Kleiboemer to approve the minutes of the May 14, 2019 meeting. 6 ayes

Public Service

The first order of business was an update from ARS by Michelle Ryder.

- Asking for a rate increase to support the additional expense to dispose of trash in the landfill
- Looking at a 5% increase, but Michelle does not anticipate this happening yearly
- Mindy Curry asked about having a roll off container and 3 bulk item pick-ups. Do other communities do this? Michelle said this would be less expensive than curbside pick-up, but the roll-off containers need to be manned.
- Bob Keogh asked if it's possible to push the time back for bulk item pick up, from 7 AM to maybe 9 AM.
- Rebecca asked about a post-holiday pick up and Mindy asked about having it coordinated with the garage sales.
- Mindy asked what time trucks empty in a commercial area. Michelle stated they try not to do it before 6 AM, but it can always be looked at to re-route
- Bill suggested that a list of dates as well as options for a roll-off be compiled for the next Committee of the Whole meeting.

Motion by Mindy Curry, seconded by Bob Keogh, to recommend to Council to accept the rate increase and to adjust the ARS contract for the 2020 calendar. 6 ayes

The next order of business was the downtown stop and street sign design

- Public Works Director Steve Pilcher told the old regulatory signs that were in the downtown area were removed and mounted to the street light poles.
- Cost would range from \$7,600 to \$13,000 depending on the design.

- Jordan stated this would be focused on the downtown area for now. Mindy asked if this was budgeted for. Jordan said there are funds available in the budget for this year.
- Bill May asked what the cost would be. Steve said it would be around \$13,000 for the downtown

Motion by Bill May, seconded by Mindy Curry to have Steve and the administration bring back to Council what design and color to be used. 6 ayes

Next order of business was the park exercise equipment

- Steve Pilcher gave report on what the options would be. Better to have pieces grouped together rather than spread throughout the park in terms of usefulness.
- Bob Keogh asked if this would compete with other fitness places in the area. Rebecca stated that Julie from Julie's Fitness actually requested some equipment a few years ago.
- Bill May asked if it was budgeted for this year. Jordan said yes, it is in the budget for this year.

Motion by Rebecca Conklin Kleiboemer, seconded by Mindy Curry to recommend to Council to purchase Option 2 of the park exercise equipment in the amount of \$27,459.00. 6 ayes

General

First item of business was the fencing for Veteran's Memorial Park

- Jordan gave presentation on three fencing options with good, better, best selections. Good option was white vinyl fencing. The better option was a low maintenance decking material and the best option was adding masonry pillars to tie in with the stone on the fountain.
- Bill May asked if the fence would go around the whole park and if the alley would be repaved. Jordan stated that it would.

Motion by Bill May, seconded by Bob Keogh to accept the best option for the fencing at Veteran's Memorial Park.

Second item of business was the elected officials pay review.

- Jordan stated in order to get service credit through OPERS, elected officials would need to earn \$7,920 a year. This would affect the newly elected officials coming in this year. After two years everybody will be the same.

Motion made by Louann Artiaga, seconded by Mindy Curry to make a recommendation to Council to adopt OPERS automatic cost of living for Council. 6 ayes

Motion made by Mindy Curry, seconded by Bob Keogh to make a recommendation to have the Mayor's salary be an additional \$2,000 above the OPERS amount, to automatically be adjusted.
6 ayes

Third item was whether or not to have the Council Meeting on July 2, 2019 due to it being a holiday week. Further discussion will be made at the next Council meeting.

Safety Services

The item of business was the three hour parking on Toledo Street

- Chief Mark McDonough stated that the area in question is under a 72 hour parking restriction per Village code. His recommendation is to designate 5 spots for businesses and three for residential
- Business owner would like to have 10 spots designated for business hours available rather than 5.

Motion by Bill May, seconded by Rebecca Conklin Kleiboemer to recommend the police do a survey of all the municipal parking lots to see what overnight use there is. 6 ayes

Other business as appropriate under the Village Charter

- Not being able to open passenger side car door if parked in spaces in front of Veteran's Memorial Park and other parking spots being taken out.
- Rebecca Conklin Kleiboemer said the Tree Commission is seeking bids for a tree being removed in Rupp Cemetery. Decided to divide up the cemeteries in the Village to assess what needs there may be there. Rebecca will handle Whitehouse Cemetery, Rod Fry has Wakeman Cemetery and Mr. Warner took all three closed cemeteries.
- Mindy said there continues to be a problem with commercial refuse company picking up trash at 4:00 AM. Steve said to have residents let us know when it happens and Police Department will handle.

Bob Keogh moved to adjourn the meeting, seconded by Bill May. 6 ayes

Meeting adjourned at 9:04 pm

Respectfully submitted,

Susan Miller
Clerk of Council

2020 Calendar

January 2020						
W	S	M	T	W	T	F
1			1	2	3	4
2	5	6	7	8	9	10
3	12	13	14	15	16	17
4	19	20	21	22	23	24
5	26	27	28	29	30	31

01: New Year's Day

20: Martin Luther King Day

February 2020						
W	S	M	T	W	T	F
5						1
6	2	3	4	5	6	7
7	9	10	11	12	13	14
8	16	17	18	19	20	21
9	23	24	25	26	27	28
						29

17: Presidents Day

March 2020						
W	S	M	T	W	T	F
10	1	2	3	4	5	6
11	8	9	10	11	12	13
12	15	16	17	18	19	20
13	22	23	24	25	26	27
14	29	30	31			

April 2020						
W	S	M	T	W	T	F
14				1	2	3
15	5	6	7	8	9	10
16	12	13	14	15	16	17
17	19	20	21	22	23	24
18	26	27	28	29	30	

May 2020						
W	S	M	T	W	T	F
18					1	2
19	3	4	5	6	7	8
20	10	11	12	13	14	15
21	17	18	19	20	21	22
22	24	25	26	27	28	29
23	31					

25: Memorial Day

June 2020						
W	S	M	T	W	T	F
23		1	2	3	4	5
24	7	8	9	10	11	12
25	14	15	16	17	18	19
26	21	22	23	24	25	26
27	28	29	30			

July 2020						
W	S	M	T	W	T	F
27				1	2	3
28	5	6	7	8	9	10
29	12	13	14	15	16	17
30	19	20	21	22	23	24
31	26	27	28	29	30	31

04: Independence Day

August 2020						
W	S	M	T	W	T	F
31						1
32	2	3	4	5	6	7
33	9	10	11	12	13	14
34	16	17	18	19	20	21
35	23	24	25	26	27	28
36	30	31				

September 2020						
W	S	M	T	W	T	F
36			1	2	3	4
37	6	7	8	9	10	11
38	13	14	15	16	17	18
39	20	21	22	23	24	25
40	27	28	29	30		

07: Labor Day

October 2020						
W	S	M	T	W	T	F
40					1	2
41	4	5	6	7	8	9
42	11	12	13	14	15	16
43	18	19	20	21	22	23
44	25	26	27	28	29	30
						31

12: Columbus Day

November 2020						
W	S	M	T	W	T	F
45	1	2	3	4	5	6
46	8	9	10	11	12	13
47	15	16	17	18	19	20
48	22	23	24	25	26	27
49	29	30				

11: Veterans' Day

26: Thanksgiving

December 2020						
W	S	M	T	W	T	F
49				1	2	3
50	6	7	8	9	10	11
51	13	14	15	16	17	18
52	20	21	22	23	24	25
53	27	28	29	30	31	

25: Christmas Day

Good Afternoon!

Here's my input on the Garbage dates. I think we should change it to 3 curbside and then add some roll off dates where the residents bring it to us.

I think we should keep the November and August months. Maybe change the May date to the 23rd and have the garage sale the weekend before?? Not sure if that would be too early? When did we use to have garage sales in May? I don't think June 20th would be a good date because of vacations and graduations being so popular in June.

Have a roll off the week after Christmas and then maybe during the summer months, 1 Saturday a month?? Have we given it any thought to even use our trash truck or just let someone else deal with that?

Thanks and have a great day!!

--

Mindy Curry

MEMORANDUM

TO: Village of Whitehouse Council members and Mayor Don Atkinson

FROM: Steve Pilcher, Public Service Director

SUBJECT: Tuesday, July 9, 2019 – Committee of the Whole mtg.

DATE: Friday, July 5, 2019

The purpose of this memorandum is to provide updates on two items which came out of a previous Committee of the Whole meeting. The first item is to provide an update on the Downtown Stop and street name signs. Council requested a visual representation of the recommendation. I have provided a sign proof for you to consider.

The street name sign is cast aluminum with an arch pattern with oak leaf. The lettering and art work are reflective white on a green field. The scroll at the bottom of the street name sign is a "Hatteras" scroll. The pole is 4" fluted - black with a round finial at the top. All signs mounted will be in a black frame with black backing.

The second item was a request from a member of Council to consider additional lighting along the newly installed section of bike trail along SR 64, between Indianapolis St. and Whitehouse Square Blvd., on the north side of the road.

Currently there are Toledo Edison cobra style lights installed at Indianapolis St. at SR 64, continuing to the east along SR 64 to the Fire Department Drive.

I have priced solar lighting for the area and have received estimates of \$76,000 to \$114,000.

Currently I am working with Toledo Edison to get estimates on extending the cobra head style street lighting from the Fire Department drive to Whitehouse Square. Once I have this pricing and recommendation on placement I will return to Council with the findings.

Respectfully submitted,

Steven P. Pilcher
Director of Public Service



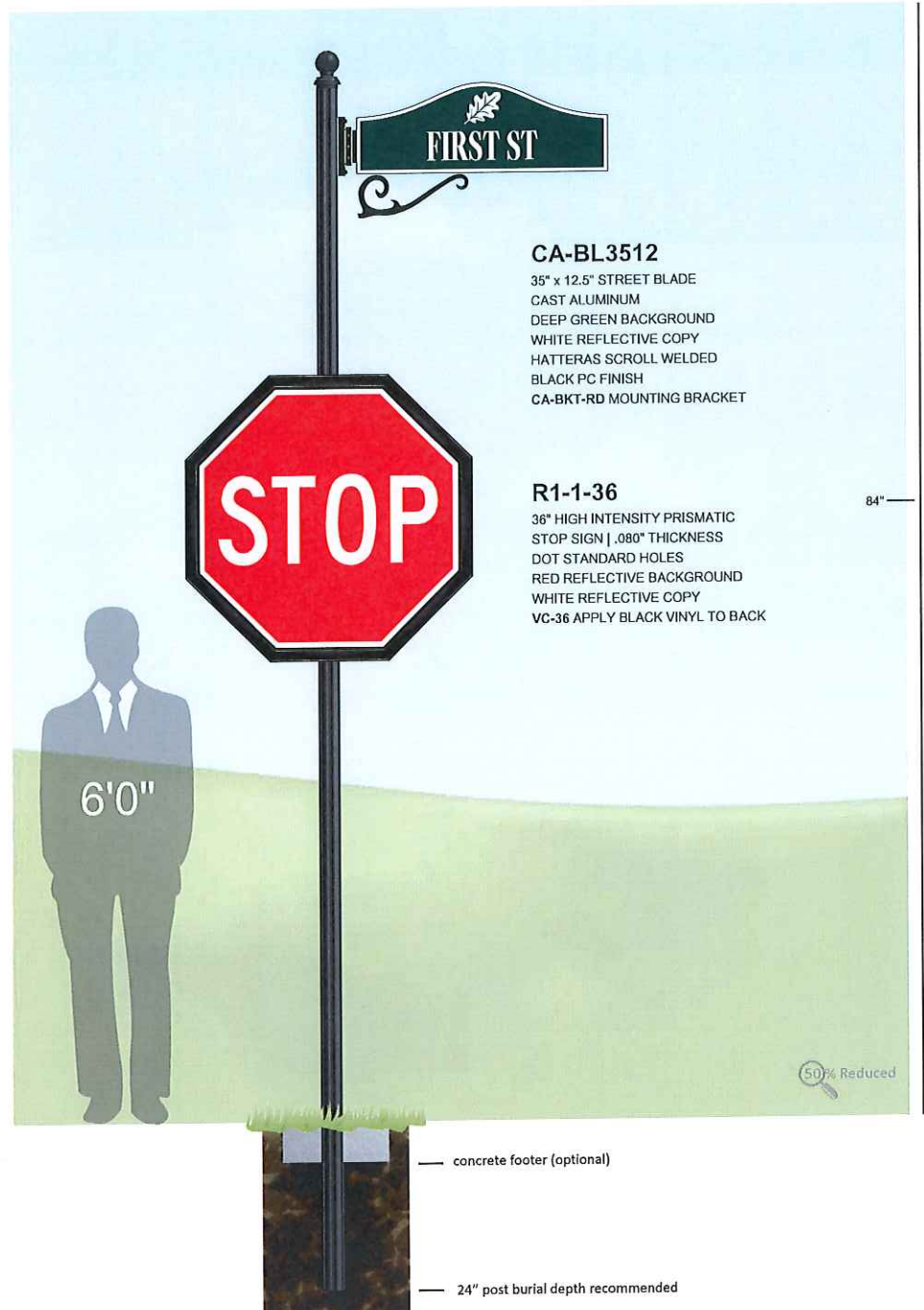
1-800-705-1446

www.signaturestreetscapes.com

WHITEHOUSE OH

Order / Quote #13519

<p>POST PROFILE</p>	<p>14'-0" POLE: 3" DIAMETER FLUTED POLE WALL THICKNESS: .125 EXTRUDED ALUMINUM: ALLOY 6063</p>
	<p>FINIAL: FN-0203 GLOBE FINIAL FOR 3" OD POLE HEIGHT: 6.375" WIDTH: 4.75" CAST ALUMINUM: ALLOY 356 <small>* fastens with (3) 1/4-20 x 3/8" stainless steel set screws provided</small></p>
<p><small>SIGN SOLD SEPARATE</small></p>	<p>SIGN FRAME 36" STOP SIGN: SF-SS04 STANDARD HOLE PUNCH 2" WIDE EXTRUDED ALUMINUM ALLOY #6063</p>



CA-BL3512

35" x 12.5" STREET BLADE
CAST ALUMINUM
DEEP GREEN BACKGROUND
WHITE REFLECTIVE COPY
HATTERAS SCROLL WELDED
BLACK PC FINISH
CA-BKT-RD MOUNTING BRACKET

R1-1-36

36" HIGH INTENSITY PRISMATIC
STOP SIGN | .080" THICKNESS
DOT STANDARD HOLES
RED REFLECTIVE BACKGROUND
WHITE REFLECTIVE COPY
VC-36 APPLY BLACK VINYL TO BACK

84" —

<p>APPROVED</p>	<p><input type="checkbox"/> AS IS <input type="checkbox"/> AS CORRECTED <input type="checkbox"/> REVISE & RESUBMIT</p>
<p>_____ AUTHORIZED SIGNATURE</p>	
<p>_____ DATE</p>	

Does NOT meet MUTCD standards

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Colors may not be consistent with actual finished product.

— concrete footer (optional)

— 24" post burial depth recommended

<u>Location</u>	<u>Type</u>	<u>Location</u>	<u>Cost - Plain</u>	<u>Cost - w/Scroll</u>	<u>w/ Cast Aluminum Baldes & Scroll</u>
Providence & Waterville	Street Name Sign Only	SE Corner	\$628.00	\$716.00	\$700.00
Lucas & Providence	Stop sign w/Street sign		\$789.60	\$899.60	\$700.00
Lucas & Providence	Do Not Enter		\$504.00	\$504.00	
Lucas & Providence	Do Not Enter/One Way arrow		\$789.60	\$899.60	
St Louis & Providence	Stop sign w/Street sign	West	\$789.60	\$899.60	\$700.00
St Louis & Providence	Stop Sign Only	East	\$555.60	\$555.60	
Toledo & Providence	Stop sign w/Street sign	West	\$789.60	\$899.60	\$700.00
Toledo & Providence	Stop Sign Only	East	\$555.60	\$555.60	
Maumee & Providence	Stop sign w/Street sign	West	\$789.60	\$899.60	\$700.00
Maumee & Providence	Stop Sign Only	East	\$555.60	\$555.60	
Shepler/Providence/L enderson	Street Name Sign Only	Log Cabin	\$789.60	\$899.60	\$1,050.00
			\$7,536.40	\$8,284.40	\$4,550.00
					\$12,834.40
All are 4" Fluted pole w/decorative base - Round finial - Black Gloss finish					

MEMORANDUM

TO: Village of Whitehouse Council members and Mayor Don Atkinson

FROM: Tiffany Bachman, Planning Administrator

SUBJECT: Tuesday, July 9, 2019 – Committee of the Whole Meeting

DATE: Friday, July 5, 2019

Business and Innovation Park Sign

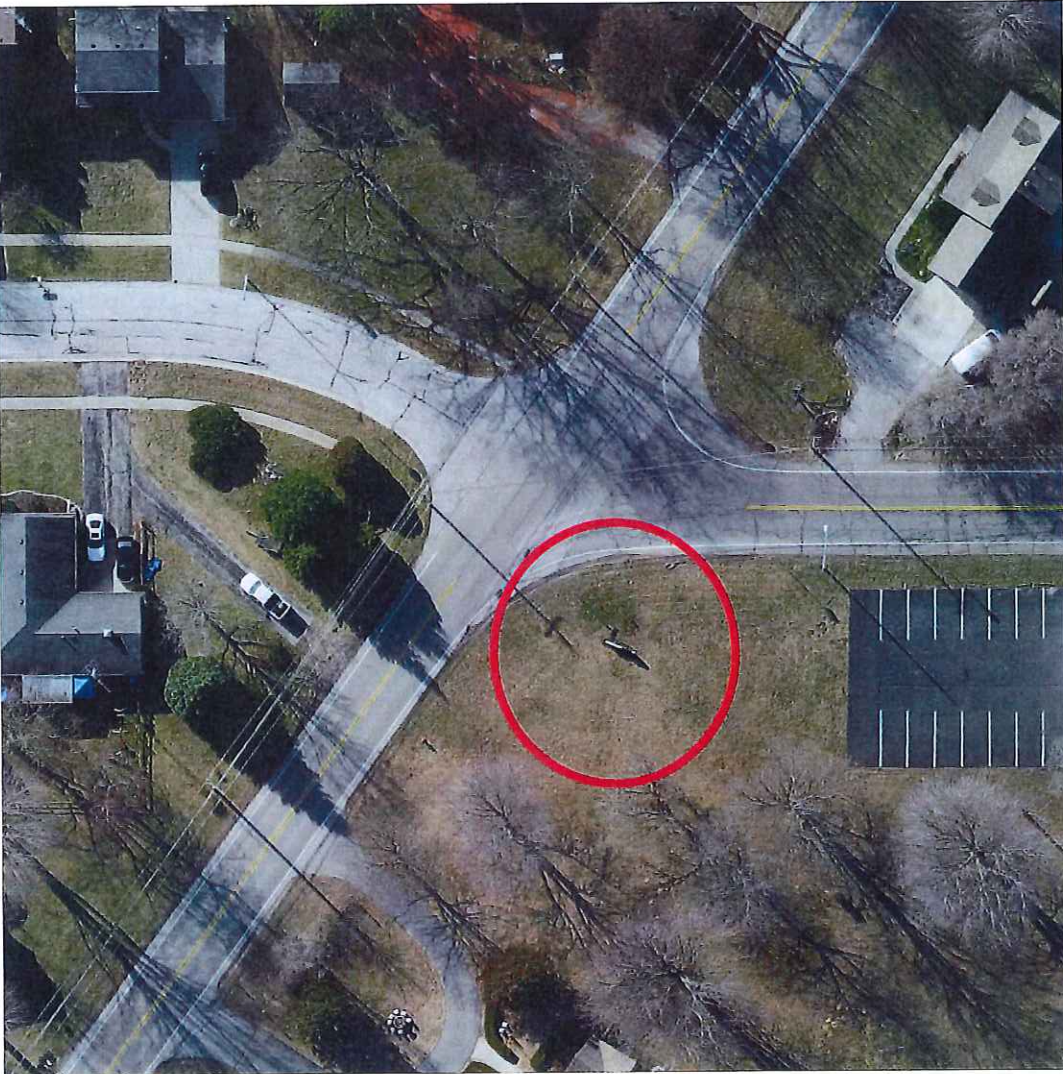
At the request of Council and the Mayor, we are excited to present the design for the entrance sign into Industrial Parkway, which will actually also serve as the Village entrance sign for that part of town. Please find visual representations of the options attached.

The sign is approximately nine (9) feet high and eleven (11) feet wide with a two (2) feet high stone base. The sign can comfortably accommodate up to ten (10) business names and should feasibly fit into the budgeted amount (\$30,000).

For continuity, the sign is in the same family as the current signage around the Village. However, to differentiate the areas of town, we would like to change the color from the normal green that you see in the downtown area, to a cleaner, more innovative look. We are recommending the galvanized steel for this sign (page 5) as this will accomplish the industrial and business feel that we are seeking.

Respectfully submitted,

Tiffany L. Bachman, Planning Administrator



Corner of Industrial Parkway and Centerville



GREEN LOGO SLOTS

SIGN IN SITE AS x1.5 ORIGINAL HEIGHT AND x1.25 WIDTH
 10 BUSINESS SIGN CAPACITY – FULL WHITEHOUSE CITY NAME
 Sign approximately 9'-3/4" in height x 11'-1/2" in length
 25' x 1'-1/2" x 2' stone base
 2' between signs

BUSINESS DISTRICT SIGNAGE • Village of Whitehouse

PROJECT# 17029.1



EDGE

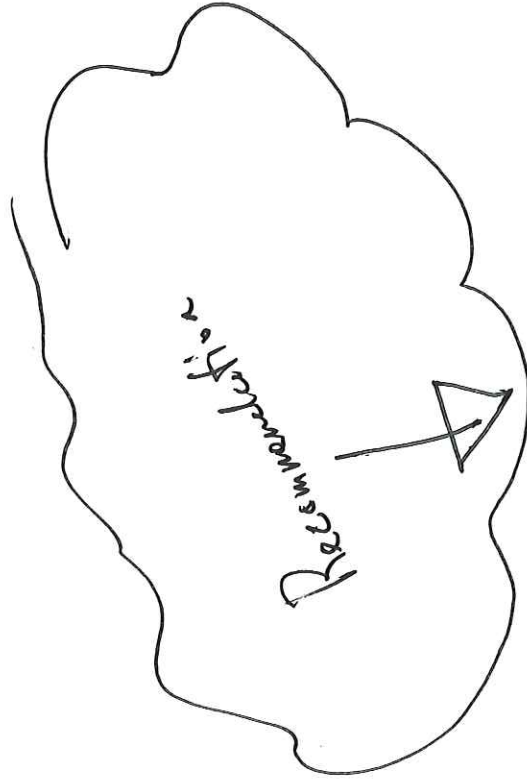


BRUSHED METAL AS WELL AS LOGO OPTION
SIGN IN SITE AS x1.5 ORIGINAL HEIGHT AND x1.25 WIDTH
10 BUSINESS SIGN CAPACITY – FULL WHITEHOUSE CITY NAME
Sign approximately 9'-3/4" in height x 11'-1/2" in length
25' x 1'-1/2" x 2' stone base
2' between signs



BRUSHED METAL LOGO SLOTS – TEAL AND BLUE

SIGN IN SITE AS x1.5 ORIGINAL HEIGHT AND x1.25 WIDTH
10 BUSINESS SIGN CAPACITY – FULL WHITEHOUSE CITY NAME
Sign approximately 9'-3/4" in height x 11'-1/2" in length
25' x 1'-1/2" x 2' stone base
2' between signs



GALVANIZED STEEL

SIGN IN SITE AS x1.5 ORIGINAL HEIGHT AND x1.25 WIDTH
 10 BUSINESS SIGN CAPACITY – FULL WHITEHOUSE CITY NAME
 Sign approximately 9'-3/4" in height x 11'-1/2" in length
 25' x 1'-1/2" x 2' stone base
 2' between signs





WEATHERED STEEL

SIGN IN SITE AS x1.5 ORIGINAL HEIGHT AND x1.25 WIDTH
 10 BUSINESS SIGN CAPACITY – FULL WHITEHOUSE CITY NAME
 Sign approximately 9'-3/4" in height x 11'-1/2" in length
 25' x 1'-1/2" x 2' stone base
 2' between signs

BUSINESS DISTRICT SIGNAGE • Village of Whitehouse

PROJECT# 17029.1



EDGE
 LANDSCAPE ARCHITECTURE
 1000 W. 10TH AVE.
 SUITE 100
 DENVER, CO 80202